

8 February 1954

MEMORANDUM FOR: Colonel White

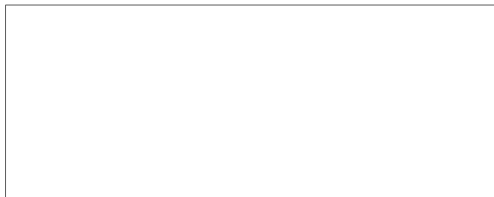
SUBJECT : Staff Study on New Order-Invoice-Voucher Form

1. A study by the Logistics Office on the above subject recommends a ten copy set of forms be used by the Agency. GSA Regulation 1-11-217 stipulates that "Additional parts, creating more than six-part sets, must be authorized in writing by the Head of the Department or Independent Agency, and be based on a complete study which fully justifies the necessity for each additional part. These findings and determinations must be on file in the Agency and available to representatives of the GSA and GAO."

STAT 2. A hasty review of the study, coupled with my knowledge of the purchase procedure, raises the question of whether ten copy sets are necessary. Discussion with [redacted] of Management Improvement Staff, reveals he also has some question in regard to the necessity for a ten copy set. There is a very real possibility that copys may be used by dual purposes.

3. It is recommended that the study be turned over to MIS for investigation and recommendation in regard to the number of copys essential to our operation.

STAT 4. Recommend signature on attached buck slip forwarding the study to MIS.



STAT

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